

Greenways Primary Academy



Learning Support Practitioner Job Description & Person Specification

Job Description:

Duties - Under the direction of the Headteacher:

Supporting the pupil

- To carry out, under the direct supervision of the teacher(s), individual programmes of learning, specifically to support the pupil concerned;
- Assist with the development and delivery of individual education, support and care plans
- To assist in the implementation of any other programmes of support designed by other professionals such as advisory teachers, physiotherapists, occupational therapists and speech therapists;
- To contribute to the pupil's integration programme, as identified by the academy;
- To support the general care, welfare and safety of the pupil;
- Build a positive relationship with the pupil, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, use effective behaviour management strategies consistently in line with the academy behaviour policy and respond to incidents in line with the academy's behaviour policy and guidelines on physical intervention
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate

Teaching and learning

- To assist the teacher(s) in the implementation of the pupils' curriculum;
- To assist in the preparation of teaching materials and equipment in support of the pupil concerned;
- To assist the teacher(s) in maintaining a detailed record of progress, recording observations of strengths and weaknesses as appropriate;
- To carry out small group activities as requested by the teacher, to include the identified pupil;
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the pupil's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the pupil's learning

- Through observations, provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available

Working with staff, parents/carers and relevant professionals

- To assist the academy in maintaining a close liaison with the pupil's parents or guardians;
- To contribute to any discussions or reviews on the pupil concerned, as requested by the headteacher and/or SENCo.
- Share knowledge and understanding of the pupil with other academy staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the academy
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with academy leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the academy
- Take part in the academy's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the academy

Person Specification:

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths• The post holder will hold a recognised NVQ Level 3 qualification or higher.
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience working with children / young people with special educational needs (SEN)• Experience planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none">• Good literacy and numeracy skills• Good organisational skills and can manage own workload• Is dedicated and has high expectations• Ability to build effective working relationships with pupils and adults• Skills and expertise in understanding the needs of all pupils• Knowledge of how to help adapt and deliver support to meet individual needs• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils• Excellent verbal communication skills• Ability to work as part of a team and to be flexible in their approach to daily routines• Active listening skills• The ability to remain calm in stressful situations• Knowledge of guidance and requirements around safeguarding children• Good ICT skills, particularly in using ICT to support learning
Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the academy and wider Trust• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil wellbeing and equality• Resilient, positive, forward looking and enthusiastic about making a difference